

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140024-6
REPORTS INVENTORY

DD/S/OTR/ISS - 5

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.) Reports Inventory				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)	
		LOGISTICS	SECURITY		
		MEDICAL	FINANCE		
4. NO. OF COPIES PREPARED 1		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual		6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form computer print-out, etc) Form 142		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT DD/S 70-3600 28 Aug 1970	
10. PREPARING COMPONENT (include lowest level contributing information to report) Branches of ISS			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 6		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
15	12.80		5		64.00		1		64.00
13	9.10		1		9.10		1		9.10
11	6.50		36		234.00		1		234.00
10	5.80		1		5.80		1		5.80
9	5.70		1		5.70		1		5.70
8	4.90		9		44.10		1		44.10
7	4.50		8		36.00		1		36.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$398.70

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To determine the cost of required routine reports.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
RETAIN AS IS	<input checked="" type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
CHANGE	Reduced costs are anticipated once base is established.	30	\$196.00
DISCONTINUE			

16. DATE OF INVENTORY 9 OCT 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Chief, Instructional Support Staff	18. EXTENSION STAT
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